SouthWestern

ARAMS Collection Centre Portal
Application User Guide June 2015

Contents

1.   Document Information

1.1 Terms & Definitions

Term	Description
ARAMS	Animal Recording and Movement Service
DEFRA	Department for Environment, Food and Rural Affairs
AHVLA	Animal Health and Veterinary Laboratories Agency
RPA	Rural Payments Agency
APHIS	Animal and Public Health Information System
AMLS	Animal Movements Licensing System (Owned by RPA)
ETAS	EarTag Allocation System
LA	Local Authority
SW	SouthWestern
DMR	Digital Mail Room
AC	Collection centre
CC	Collections Centre
CPH	County Parish Holding – number to identify and agricultural holding
FMP	Farm Management Package

2.   Introduction

The purpose of this document is to provide collection centre users with guidelines and procedures to follow to assist them to correctly and accurately record and maintain the electronic recording of sheep, goats and deer moves in England. This document lays out step by step procedures to follow
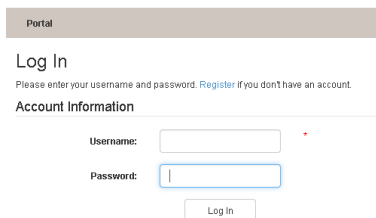
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to navigate the Collection Centre Portal application, so that the user can complete the following actions

- Log on
- Create movements <u>into</u> the collection centre
- Create movements <u>out of</u> the collection centre
- Search movements recorded in the last 'X' days which are not being processed by AMLS

3. **Log on**

Once the registration has been completed by the user and approved by the bureau, each user will be supplied with a confirmation code via email with instructions on how to register a password. The confirmation code will be communicated to the user via email within 48hours of registration.

If you have not as yet registered then please see the how to register user guide.

Portal

Log In

Please enter your username and password. Register if you don't have an account.

Account Information

Username:		*
Password:		
	Log In	

Account Security as follows:

- Unused or dormant accounts should be suspended or deleted after 24 months of inactivity.
- The user's account will be locked after 3 failed attempts at login.

User Note: If the case of log on difficulties please contact the Helpdesk phone line on 0844 573 0137

Once logged in, you will see the important information box displayed on the home screen, as shown below.

Important Information

Welcome to new ARAMS Notifications feature!

For a more information, please refer to the relevant user guide on www.arams.co.uk

The critical alert will be displayed at the top of the home screen and will inform you of any system or technical issues with the portal. Critical alerts will only be displayed while active.
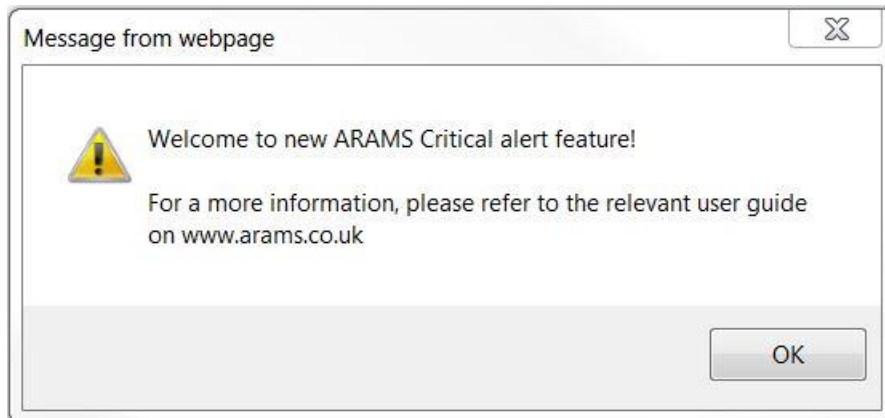
4. Create Movements into Collection centre

This function allows the collection centre to record a move into their premises, including a facility to upload a file of tags or the facility to manually record tag numbers. The user is supplied with four tabs to record the details required to complete a move. The four tabs are Movement, Animal detail, Haulier, and Food Chain Information (FCI).

The user selects the link (into) provided on the collection centre portal home screen.

5. Movement

5.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name, Departure address and Arrival details.

Step 1 – The user enters the departure CPH number and once the record is verified the name and departure details populate driven from the CPH number.

If the keeper has moved animals from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'CPH or Premises No' box.

Step 2 – The user selects either 'Off' or 'On' to record the moving animals to a Central Point Recording Centre (CPRC) requirement. (Defaulted to 'Off')

Step 3 – The user records the species of the animals, by selecting from sheep, goats or deer.

5.2 Exemptions

Exemptions can be claimed by selecting the relevant exemption code from the drop down menu. Exemption code descriptions can be found by selecting the help icon.

5.3 Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar.

Step 3 – The user records the expected duration of the journey if relevant.

User Note: The two time fields - Time first animal loaded and time of departure fields are automatically populated with the time the movememt record is created. These fields can be changed to the exact time that the movement took place.

5.4 Name

The name section will populate, driven by the CPH number, after the user has entered a valid CPH number and selected the 'search' button.

5.5 Departure Address

The departure address section will also populate, driven by the CPH number, after the user has entered a valid CPH number and selected the 'verify' button. However the user may record the address, postcode and telephone number manually, if they wish.

5.6 Arrival details

Step 1 - The user records the arrival date provided on the movement document by using the arrival date interactive calendar. The arrival date will default to the departure date but this can be changed if needed.

Step 2 – The user only records the Unloading Date (if different from the arrival date) by using the unloading date interactive calendar. The arrival date will default to the departure date but this can be changed if needed.

Step 3 - The user will record the total number of animals received as provided on the movement document.

To move between the tabs, you can use the 'back' and 'next' buttons at the bottom of the screen.

Back   Next

6. Animal Detail

In the 'animal detail' tab the user can record the number of animals moving per flock / herd mark (batch moves) and the individually identifications of animals, the system when requested will calculate the total number of animals provided.

Step 1 - The user records the number of animals and the associated flock / herd number in the batch moves tab. The system will allow for extra batches to be inputted as more boxes will appear underneath the previous as you start to type in the information.

Step 2 - If the premise has provided individual identifications the user will record each ID under the individual identified tab.

Step 3 - The user clicks the 'Calculate' button which automatically totals the number of animals keyed from both the batch moves and the individual identified tabs.

6.1 Uploading Tag File

Step 1 – The user checks the file of tags to upload into the system is in the correct format. (Two formats e.g. UK 0163588 03703 or 826 0090909090).

Step 2 – The user selects the 'Choose File' icon, this will open another window to allow the user to browse for the file to upload.

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Step 3 – The user selects the file they wish to upload and clicks on the 'open' button
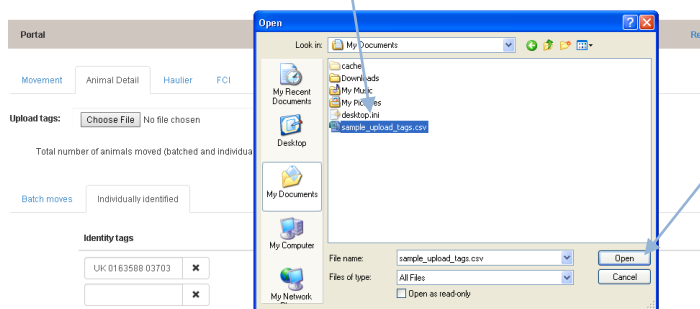
Step 4 – The user selects the 'Upload' button – if upload is successfully a message will appear, stating the number of tags found.

Once the animal details have been completed, the user moves on the Haulier tab

7. **Haulier**

Step 1 – The user records all the information provided by the transporter in the relevant fields provided on screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, date last cleansed and place vehicle cleansed will be unlocked to record that information.

8. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements dependant which statement is appropriate for the move being recorded.

All the animals in the consignment satisfy the FCI statements detailed ☑

The FCI Statements are not satisfied for all the animals in the consignment and ☐
additional information is provided

8.1 Additional FCI

Step 1 – The user can select tags from the right hand side list, by highlighting the tag and clicking the right facing arrow to move tag into left hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it / them is to be recorded.

Additional FCI

Information about animals showing signs of a disease or condition that may affect the safety of meat derived from it / them.

Identification of animal(s)

| UK 0163588 03703 |
| UK 0163588 03532 |
| UK 0163588 03720 |
| UK 0163693 03781 |
| UK 0163588 03554 |
| UK 0169205 02638 |
| UK 0164768 10158 |
| UK 0163588 03552 |
| UK 0163588 03701 |
| UK 0163693 03459 |

>   <

UK 0163588 03539

Step 2 – The user can 'un-flag' a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

Additional FCI

Information about animals showing signs of a disease or condition that may affect the safety of meat derived from it / them.

Identification of animal(s)

| UK 0163588 03703 |
| UK 0163588 03554 |
| UK 0169205 02638 |
| UK 0164768 10158 |
| UK 0163588 03552 |
| UK 0163588 03701 |
| UK 0163693 03459 |
| UK 0163693 04012 |
| UK 0169205 02500 |
| UK 0169205 02631 |

>   <

| UK 0163588 03532 |
| UK 0163588 03720 |
| UK 0163693 03781 |

Step 3 – The user records any relevant information given by the keeper in the three free text fields

Describe the disease or condition, or diagnosis if a veterinary surgeon has examined the animals
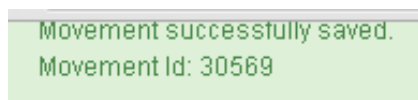
Withdrawal periods have been observed for all veterinary medicines and other treatments administered to the animals while on this holding and previous holdings

Information about holding restrictions or results of analysis of samples relevant to public health

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9. Submitting a Move

Once the user has completed all the details in each tab the user selects the 'save' button, the system will then save the move and a message will appear on screen – Movement Successfully Saved – Movement ID: xxxx

Movement successfully saved.
Movement Id: 30569

10. Create Movements <u>out of</u> a Collection centre

This function allows the collection centre to record a move out of their premises, including a facility to upload a file of tags or the facility to manually record tag numbers. The user is supplied with four tabs to record the details required to complete a move. The four tabs are Movement, Animal detail, Haulier, and Food Chain Information (FCI).

The user selects the link (out of) provided on the collection centre portal home screen.

Collection Centre Operator

Create movements into and out of Collection Centre

11. Movement

11.1   Location

The movement tab is split into six sections – Location, Exemptions, Destination details, Name, Destination address and Departure details.

Step 1 – The user enters the destination CPH number and once the record is verified the name and destination details populate driven from the CPH number.

If the keeper has moved animals to this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'CPH or Premises No' box.

Step 2 – The user records the species of the animals, by selecting from sheep, goats or deer.

Select an animal | Sheep | Goats | Deer |

11.2   Exemptions

Exemptions can be claimed by selecting the relevant exemption code from the drop down menu. Exemption code descriptions can be found by selecting the help icon.

11.3   Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar.

Step 3 – The user records the expected duration of the journey if relevant.

User Note: The two time fields - Time first animal loaded and time of departure fields are automatically populated with the time the movememt record is created. These fields can be changed to the exact time that the movement took place.

11.4   Name

The name section will populate, driven by the CPH number, after the user has entered a valid CPH number and selected the 'save' button.

11.5   Destination Address

The destination address section will also populate, driven by the CPH number, after the user has entered a valid CPH number and selected the 'verify' button. However the user may record the address, postcode and telephone number manually, if they wish.

12. Animal Detail

In the 'animal detail' tab the user can record the number of animals moving per flock / herd mark (batch moves) and the individually identifications of animals, the system when requested will calculate the total number of animals provided.

Step 1 - The user records the number of animals and the associated flock / herd number in the batch moves tab.

Step 2 - If the premise has provided individual identifications the user will record each ID under the individual identified tab.

Step 3 - The user clicks the 'Calculate' button which automatically totals the number of animals keyed from both the batch moves and the individual identified tabs.

12.1   Uploading Tag File

Step 1 – The user checks the file of tags to upload into the system is in the correct format. (Two formats e.g. UK 0163588 03703 or 826 0090909090).

Step 2 – The user selects the 'Choose File' icon, this will open another window to allow the user to browse for the file to upload.

Step 3 – The user selects the file they wish to upload and clicks on the 'open' button
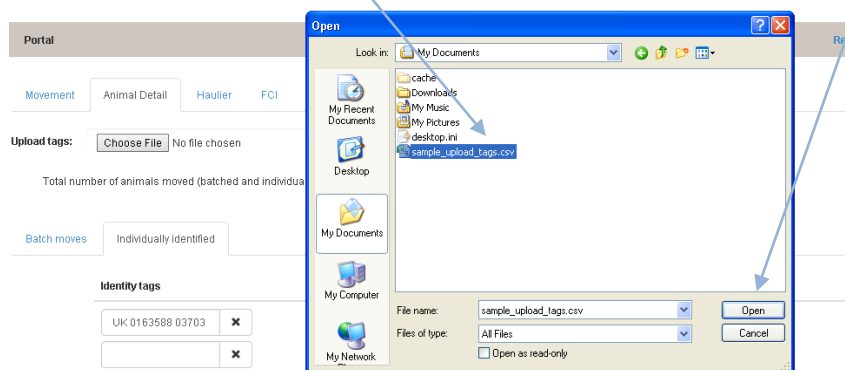
Step 4 – The user selects the 'Upload' button – if upload is successfully a message will appear, stating the number of tags found.

Once the animal details have been completed, the user moves on the Haulier tab

13. **Haulier**

Step 1 – The user records all the information provided by the transporter in the relevant fields provided on screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, date last cleansed and place vehicle cleansed will be unlocked to record that information.

14. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements dependant which statement is appropriate for the move being recorded.

All the animals in the consignment satisfy the FCI statements detailed ☑

The FCI Statements are not satisfied for all the animals in the consignment and ☐
additional information is provided

14.1 Additional FCI

Step 1 – The user can select tags from the right hand side list, by highlighting the tag and clicking the right facing arrow to move tag into left hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it / them is to be recorded.

Additional FCI

Information about animals showing signs of a disease or condition that may affect the safety of meat derived from it / them.

Identification of animal(s)

| UK 0163588 03703 |
| UK 0163588 03532 |
| UK 0163588 03720 |
| UK 0163693 03781 |
| UK 0163588 03554 |
| UK 0169205 02638 |
| UK 0164768 10158 |
| UK 0163588 03552 |
| UK 0163588 03701 |
| UK 0163693 03459 |

> <

UK 0163588 03539

Step 2 – The user can 'un-flag' a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

Additional FCI

Information about animals showing signs of a disease or condition that may affect the safety of meat derived from it / them.

Identification of animal(s)

| UK 0163588 03703 |
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| UK 0163588 03552 |
| UK 0163588 03701 |
| UK 0163693 03459 |
| UK 0163693 04012 |
| UK 0169205 02500 |
| UK 0169205 02631 |

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| UK 0163588 03532 |
| UK 0163588 03720 |
| UK 0163693 03781 |

Step 3 – The user records any relevant information given by the keeper in the three free text fields
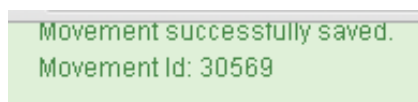
Describe the disease or condition, or diagnosis if a veterinary surgeon has examined the animals

Withdrawal periods have been observed for all veterinary medicines and other treatments administered to the animals while on this holding and previous holdings

Information about holding restrictions or results of analysis of samples relevant to public health

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15. Submitting a Move

Once the user has completed all the details in each tab the user selects the 'save' button, the system will then save the move and a message will appear on screen – Movement Successfully Saved – Movement ID: xxxx

Movement successfully saved.
Movement Id: 30569

16. Search Movements

The user can search for all movements recorded .

Step 1 – The user selects the link (search) provided on the collection centre portal home screen.

Search movements recorded in the last 'X' days which are not being processed by AMLS
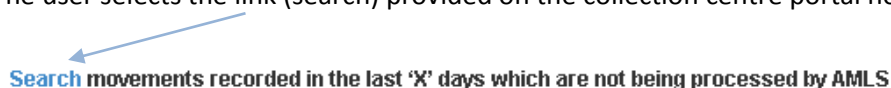
Step 2 – The user selects a date range in which to search for movements by using the interactive calendar provided and clicking search.

Step 3 – The user selects 'on movement' or 'off movement' dependant on what type of move the user needs to retrieve.

Step 4 – All the movements are retrieved. To view the moves full details the user selects the Movement ID link and this open the movement detail screen as explained the Create movements into the Collection centre section of this document.

Search Criteria

Start Date: 09/02/2014
End Date: 14/02/2014

[Search] [Reset]

Movement Id	Document Id	Dept Premises No	Name	Address	Post Code	Departure Date	No. Of Animals	Species	Destination Premises No	Status
30562	0	80/472/0115	STORYBOOK GLEN LTD	Storybook Glen	AB15 5FT	12/02/2014 00:00:00	127	1	42/155/8000	Complete
30569	0	80/472/0115	STORYBOOK GLEN LTD	Storybook Glen	AB15 5FT	12/02/2014 00:00:00	127	1	42/155/8000	Complete
30574	0	80/472/0115	STORYBOOK GLEN LTD	Storybook Glen	AB15 5FT	11/02/2014 00:00:00	127	3	42/155/8000	Complete

17. Moved Out

When searching for **On Movements** there is an option to move these animals out of your Collection Centre without creating a new move.
Select the date range required for the search, select **On Movement** and there will be a button available on the right hand side showing **Moved Out**.

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Select the move by ticking the box on the left hand side of the summary given and click on **Moved Out**.

17.1   Movement

17.1.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name and Destination address.

Step 1 – The user enters the Destination CPH or Premises number, Postcode and then clicks on the 'Search' button to populate the destination details on the right hand side.

If the keeper has moved animals to or from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'CPH or Premises No' box.

Step 2 – The user then records the species of an animal by clicking on Sheep, Goats or Deer.

17.2   Exemptions

Exemptions (on and off) can be claimed by selecting the relevant exemption code from the drop down menu.

17.3   Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar. User clicks in the date box to access the interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar. If applicable, user clicks in the date box to access the interactive calendar.

Step 3 – The user records the expected duration of the journey if relevant.

17.4   Name

The 'Name' section will populate with the surname after the user has entered a valid CPH number, Postcode and clicked on the 'Search' button in the 'Location' section. The Title and First Name fields (which will not populate) are also required and must be filled in manually.

17.5   Destination Address

The Destination Address section will also populate after the user has entered a valid CPH number, Postcode and clicked on the 'Search' button in the 'Location' section. However, the user may record the full address and telephone number manually, if they wish.

18. Animal Detail

In the Animal Detail section, this will already be completed based on the animals that were moved onto the market from the on move that was selected in the search.

These can be altered and changed if needed. So animals can be added to this or removed.

Once the animal details have been completed, the user moves on to the 'Haulier' tab.

19. Haulier

Step 1 – The user selects who transported the animals (Departure Keeper, Receiving Keeper or Haulier), provides the Vehicle Registration and other relevant information in the fields provided on the screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, Date Last Cleansed and Place Vehicle Cleansed will be unlocked to record that information.

20. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements depending on which statement is appropriate for the move being recorded.

20.1   Additional FCI

Step 1 – The user can select tags from the left hand side list, by highlighting the tag and clicking the right facing arrow to move the tag into the right hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it/them is to be recorded.

Step 2 – The user can 'un-flag' a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

Step 3 – The user records any relevant information given by the keeper in the three free text fields

21. Submitting a Move

Once the user has completed all the details in each tab, the user clicks on the 'Save' button. The system will then save the move and a message will appear on top of the screen – Movement Successfully Saved – Movement ID: xxxx

Movement successfully saved.
Movement Id: 39596